

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 08/18/16

CLOSING DATE: 08/25/16 (4:30 PM)

SCDC INTERNAL TITLE: CPT IIII

SCDC POSITION #: 018866

HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM

LOCATION: BRR SECURITY FRONT GATE, COLUMBIA (RICHLAND)

STATE JOB TITLE: CORRECTIONAL OFFICER IV

STATE JOB CLASS: JD50

PAY BAND/LEVEL: 06 C

BAND: 06 SALARY RANGE \$ 039960 - \$ 073935 SPECIAL INCENTIVE: NO

HIRING SALARY RANGE: \$ 043226 - \$ 055813 SCEIS POSITION #: 61017007

MINIMUM AND ADDITIONAL REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND SUPERVISORY EXPERIENCE IN

CORRECTIONAL, SECURITY OR POLICE WORK.

HIGH SCHOOL DIPLOMA AND FIVE (5) YEARS OF CORRECTIONAL, SECURITY OR

POLICE WORK, TO INCLUDE ONE (1) YEAR OF CORRECTIONAL SUPERVISORY

EXPERIENCE.

DESCRIPTION OF DUTIES:

CONDUCT SECURITY EQUIP. INVENTORIES FOR DIVISION OF SECURITY AS

REQUIRED BY SCDC POLICY/OR DIRECTED BY DOS DIRECTOR OR DESIGNEE.

IDENTIFY, ORDER AND DISTRIBUTE SECURITY EQUIPMENT NEEDS FOR THE

AGENCY. SERVES AS RADIATION SAFETY OFFICER FOR THE AGENCY AND ENSURES

COMPLIANCE WITH ALL DHEC CODES AND STATE/FEDERAL LAWS.

COORDINATES/AND OR ASSISTS WITH INSTITUTIONAL TRAINING CONCERNING

THE X-RAY BAGGAGE CHECKERS. CONDUCTS TRAINING ON ALL AREAS THAT

INCUMBENT HAS T4T OR INSTRUCTOR CERTIFICATIONS. MAINTAINS INSTRUCTOR

CERTIFICATIONS OR RE-CERTIFIES AS REQUIRED. PROVIDE SECURITY AND

ADVANCED TACTICAL ESCORTS/TRANSPORTS WHEN NECESSARY. SERVES AS

ON-CALL OFFICIAL ON A ROTATING SCHEDULE, AND RESPONDS TO

INSTITUTIONAL EMERGENCIES OR ESCAPES WHEN NEEDED, OR AS DIRECTED BY

DOS DIRECTOR OR DESIGNEE. ASSISTS AND SUPPORTS THE DIVISION OF

SECURITY WITH INSTITUTIONAL SECURITY AUDITS, SPECIAL PROGETCS AND

ASSIGNMENTS AS NECESSARY.